

DEFINITIONS AND CHECKLISTS

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NATIONAL SERVICE DEFINITIONS

Act means the National and Community Service Act of 1990, as amended 42 U.S.C. §12501 *et seq* and 45 C.F.R. §2510 *et seq*.

Approved national service position means a member position for which the Corporation has approved a national service education award as one of the benefits provided for successful service in the position.

Eligible Member means an individual: (1) who is enrolled in an approved national service position; (2) who is a U.S. citizen, U.S. national or lawful permanent resident alien of the United States; (3) who is at least 17 years of age at the commencement of service unless the member is out of school and enrolled **(a)** in a full-time, year-round youth corps Program or full-time summer Program as defined in the Act (42 U.S.C. §12572 (a) (2)), in which case he or she must be between the ages of 16 and 25, inclusive, or **(b)** in a Program for economically disadvantaged youth as defined in the Act (42 U.S.C. §12572 (a)(9)), in which case he or she must be between the ages of 16 and 24, inclusive; and (4) has a high school diploma or an equivalency certificate [or agrees to obtain a high school diploma or its equivalent before using an education award] and who has not dropped out of elementary or secondary school in order to enroll as an AmeriCorps member (unless enrolled in an institution of higher education on an ability to benefit basis and is considered eligible for funds under section 484 of the Higher Education Act of 1965, 20 U.S.C. §1091), or who has been determined through an independent assessment conducted by the Program to be incapable of obtaining a high school diploma or its equivalent (provided that the Corporation has waived the education attainment requirement for the individual).

Indian tribe means a federally-recognized Indian Tribe, band, nation, or other organized group or community, including any Native village, Regional Corporation, or Village Corporation, as defined under the Alaska Native Claims Settlement Act (43 U.S.C. § 1602), that the United States Government determines is eligible for special programs and services provided under federal law to Indians because of their status as Indians. Indian Tribes also include any tribal organization controlled, sanctioned, or chartered by one of the entities described above.

Program means a national service Program, described in the Act (42 U.S.C. §12572(a)), carried out by the Grantee through funds awarded by the Corporation and carried out in accordance with federal requirements.

Project means an activity or set of activities carried out by a Program that results in a specific, identifiable community service or improvement: (1) that otherwise would not have been made with existing funds; and (2) that does not duplicate the routine services or functions of the organization to whom the members are assigned.

Project sponsor or host site means an organization or other entity that has been selected to provide a placement for a member.

State Commission means, for the purposes of these application instructions, the Commission on National and Community Service established by a state pursuant to the Act (42 U.S.C. §12638), including an authorized alternative administrative entity to administer the state's national service plan and national service programs and to perform such other duties prescribed by law.

APPLICATION CHECKLIST

All applications must be **received** via eGrants by the Governor's Commission on Community Service by **5:00 p.m. on January 4, 2006**. Paper applications may be delivered to the Commission's office at 1059 Alton Way, Suite 253, Denver, CO 80230 (Paper applications require prior notification to the Commission).

Your application consists of the following components. Please make sure to complete each one.

- ☐ Executive Summary (no more than 4,000 characters)
- ☐ Summary of Accomplishments & Outcomes, if applicable (no more than 8,000 characters)
- ☐ Narrative: Program Design, Organizational Capability, & Cost Effectiveness & Budget Adequacy (no more than 71,000 characters combined)
- ☐ Total Maximum Number of Characters per Application – **83,000**
- ☐ SF424 Facesheet
- ☐ Service Categories
- ☐ Performance Measurements – 2 sets of aligned measures
- ☐ Budget
- ☐ Additional Required Information
- ☐ Survey on Ensuring Equal Opportunity for Applicants
- ☐ Authorization, Assurances and Certifications
- ☐ Latest Program Evaluation (recompeting applicants only)
- ☐ Latest Financial Audit/Information

BUDGET COMPLIANCE CHECKLIST

All budgets submitted for AmeriCorps Program Operating Grants must meet the following criteria. Read the guidance carefully in the right hand column when developing and reviewing your proposed program budget.

Compliance?		Section I: Program Operating Costs
Yes	No	Costs charged under the staff line item directly relate to the operation of the AmeriCorps program/project? (Costs for staff that recruits, train, place, or supervise members.) Any staff charging time to the AmeriCorps grant must be able to produce a written job description that clearly includes their AmeriCorps management duties. All staff charging time to the AmeriCorps grant must keep accurate record of their time.
Yes	No	Staff that is indirectly involved in the management or operation of the applicant organization is funded through the administrative cost section rather than the staff section of the budget? Examples include central management and support functions.
Yes	No	Staff fundraising expenses are not charged to the grant? An AmeriCorps staff member's time and related expenses may not be charged to either the Corporation or the Grantee share of the grant while engaged in organized fundraising. Development officers and fundraising staff are not allowable expenses.
Yes	No	Funds to pay relocation expenses of AmeriCorps members are not in the federal share of the budget? (Programs are not required nor expected to offer relocation expenses.)
Yes	No	Funds for the purchase of equipment (does not include general office use equipment) are limited to 10% of the total grant amount?
Yes	No	All single equipment items over \$5,000 are specifically listed?
Yes	No	All single supply items over \$1,000 are specifically listed?
Yes	No	Justification/explanation of equipment items is included?
Yes	No	Guidelines concerning service gear followed? Programs can budget \$33 for service gear. If the program needs the shirt with a collar, it should budget between \$33.00 and \$68.00 per member. The Corporation will pay up to \$150 per Member for additional safety apparel that is necessary to perform daily service. Justification for additional items must be provided in the budget narrative.
Yes	No	Are all consultant services budgeted below the maximum federal daily rate of \$540/day?
Yes	No	Does the budget reflect adequate budgeted costs for project evaluation?

Yes	No	Are all items in the budget itemized and justified?
Yes	No	Has \$2,000 cash for travel of program coordinator to Corporation-sponsored meetings been budgeted?
Yes	No	Have you provided budgeted costs for background checks of members that will be serving vulnerable populations?
Yes	No	Are all Program Operating Costs matched at least 33% by the program with cash or in-kind contributions?
Compliance? Section II: Member Support Costs		
Yes	No	Correct living allowance? Full-time AmeriCorps members must receive at least the minimum living allowance of \$10,900.
Yes	No	Does the budget provide non-federal cash match for all Member Costs? You cannot use other federal funds to match the living allowance, FICA, Worker's Compensation, and UI. (Health Care Exception: Programs can use federal funds to match health care.)
Yes	No	Does the budget provide cash match for Member Costs at the grantee minimum of at least 15% or higher if in year 4, 5, 6, or higher?
Yes	No	The federal share of the living allowance for full-time members is not more than \$9,265?
Yes	No	The federal share of the living allowance for part-time members is not more than \$4,905?
Yes	No	Living allowances are not paid on an hourly basis? They may be calculated using service hours and program length to derive a weekly or biweekly distribution amount. The distribution should occur in equal increments that are not based on the specified number of hours worked.
Yes	No	All AmeriCorps members within the program are offered the same living allowance? Exceptions to this would be in the case of designated Team Leaders or AmeriCorps Leaders, or statewide programs that have outlined a higher cost area rationale.
Yes	No	Correct FICA calculation? All programs must pay FICA for any member receiving a living allowance. FICA should be calculated at 7.65% of the total amount of the living allowance and must be prorated in the same proportion as the Corporation and Grantee Match (85%/15%).
Yes	No	Correct Worker's Compensation calculation? Colorado requires worker's compensation for all AmeriCorps Members. This calculation is based on the applicant agency rate.
Yes	No	Correct Unemployment Insurance calculation? Colorado requires all AmeriCorps programs to pay into unemployment on their Members. This calculation is based on the applicant agency rate.
Yes	No	Health care is provided for all qualified full-time AmeriCorps members? Programs must provide health care coverage to all full-time members who do not have adequate health care coverage at the time of enrollment or who lose coverage during their term of service through no deliberate act of their own. If a program chooses to provide health care for part-time members, Corporation funds may not be used for any portion of the cost. The Corporation will not cover health care costs for family members.
Compliance? Section III: Administration		
Yes	No	Options for Calculating Administrative/Indirect Costs (choose either). Applicants can choose to use one of two methods to calculate allowable administrative costs – a Corporation Fixed Percentage Method or a Federally Approved Indirect Cost Rate Method. Regardless of the option chosen, the Corporation's share of administrative costs is limited by statute to 5% of the total Corporation funds actually expended under this grant.
Yes	No	For all matching funds, the source(s), the type of contribution (cash or in-kind), the amount (or estimate), and the intended purpose are clearly identified?